



Level 4


Study Skills

Help Pages

Help Pages

Glossary	
Acronym	See example on page 78
Acrostic	See example on page 78
Almanac	a reference book that is a single volume of current facts, figures, tables, and lists
Antonym	a word that means the opposite of another word
Antonym Analogy	compares two sets of words or objects that are opposites; for example, light : dark :: open : shut
Atlas	a reference book that is a collection of maps
Bar Graph	a graph that uses bars to compare data or information
Bibliography	an alphabetical listing (by author's last name) of sources used to prepare and write a report or other paper
Category	a grouping of things that are alike
Chart	used to organize a large amount of information
Circle Graph	<i>see Pie Graph</i>
Column Graph	a graph that uses vertical bars to compare data or information
Completion Item	<i>see Fill-in Item</i>
Context Clues	word clues that give the meaning of a word in the same or a nearby sentence; clues can be synonyms, antonyms, or definitions
Data	information such as facts and numbers
Definition Context Clue	the writer uses two or more words in a nearby sentence that give the definition of the word
Description Context Clue	the writer gives describing words in a nearby sentence to help give the meaning of the word
Diagram	a drawing used to illustrate a concept


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Glossary	
Dictionary	a reference book in which words are listed in alphabetical order; also gives pronunciation, definition, and other information
Direction Word	a word that tells what to do; Examples: <i>compare, define, describe, list, explain, summarize</i>
Encyclopedia	a reference book that contains articles on many topics, listed in alphabetical order
Essay Question	a question or statement that calls for an extended response (4 – 5 sentences); the response should be written in paragraph form
Fill-in Item	an item that calls for the student to fill in a missing word or words
Flash Cards	cards that are used to help memorize information
Glossary	an alphabetical listing of words and their meanings; usually found at the back of a book
Grouping	putting things in lists or categories to assist in memorizing
Horizontal	flat or level 
Index	an alphabetical listing found at the back of a book; includes important terms, names, and illustrations found in the book
Internet	a vast network of digital information that can be accessed by computers
Key	also known as a legend; tells what the symbol on a graph or map stands for
Line Graph	a graph that uses dots and lines to compare information over a period of time
Main Idea	what the paragraph is about

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Glossary	
Matching Item	an item that requires putting like things together; for example, a word and its definition
Paraphrase	put something in your own words
Pictograph	a chart that uses pictures or symbols to show information
Pie Graph	also known as a pie chart or circle graph; it is divided into pie-shaped pieces
Plagiarism	the illegal use of another person's words or ideas
Prefix	parts added to the beginning of a word that change the meaning of the word
Resources	source of information; for example, dictionary, encyclopedia, thesaurus, Internet, almanac, atlas, etc.
Rhyming	putting together words with similar endings, such as <i>right - tight - might</i> ; may be used to learn or memorize information
Root Word	the main part of a word; stands on its own without a prefix or suffix
Search Engine	a computer program that searches for different websites to locate information
Source	a starting place; where information comes from; for example, book, encyclopedia, website, interview (<i>see Resources</i>)
Strategy	a plan for solving a problem or doing a task
Suffix	parts added to the end of a word that change the meaning of the word
Summarize	to restate only the main points or ideas in a selection using your own words

Help Pages

Glossary	
Supporting Details	sentences that add to the main idea or topic sentence
Synonym	a word that means the same or nearly the same as another word
Synonym Analogy	compares two sets of words or objects that are alike in some way; for example, happy : glad :: big : large
Synonym Context Clue	a word clue that is a synonym for a another word within the text
Table	used to organize a large amount of information
Table of Contents	an outline located near the front of a book; lists chapter titles (or major topics) and page numbers
Thesaurus	a reference book that gives synonyms, and sometimes antonyms, of words
Timeline	a way to organize events and dates; timelines can be horizontal or vertical
Topic Sentence	sentence that contains the main idea; may come at the beginning, middle, or end of a paragraph
True or False Item	a statement that is either true or not true; if any part is false, the statement is false
Venn Diagram	a chart used to compare and contrast information (shows similarities and differences)
Vertical	in an up and down position 
Visual Clues	illustrations, photos, or graphics that give clues about the meaning of what is written
Website	a place on the Internet that contains information in the form of pictures, text, videos, and sound
World Wide Web	a part of the Internet; sometimes used interchangeably with the word <i>Internet</i>

Help Pages

Summary of Study Strategies and Suggestions

Develop and use good listening skills.



Keep an assignment notebook or folder.

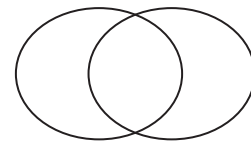


Have the right supplies.



Read as much as you can.

Organize storage areas.



Use graphic organizers to summarize information.



Set goals.

Have a study buddy.



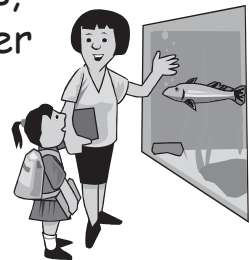
Get plenty of sleep and eat a nutritional breakfast.



Manage your time; don't wait until the last minute to complete assignments or study for a test.



Visit museums, zoos, aquariums, and other educational places that are also fun.



Use special strategies to help you memorize.

- Break up large amounts of information into chunks.
- Use rhyming, flashcards, and acronyms.

FYI

Help Pages

Summary of Test-Taking Strategies and Suggestions

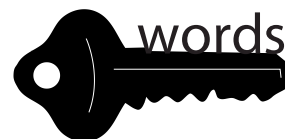


Listen carefully to all directions.

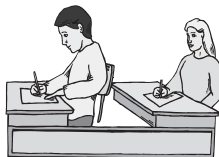
Read every word of the test directions.



Underline key words in the directions.



Read each test question or statement carefully.



Brainstorm ideas for essay items and organize your ideas before you start writing (Use scrap paper.)



fish breathe with gills

Write your answers neatly.

Know how much time you have and manage your time. (Do not spend too much time on any one item.)



If there are multiple choices, cross out any answers that are definitely wrong, if permitted.

~~A~~ ~~B~~ C D

Complete every item, even if you have to make a guess.



Go back over your work once you have finished the test.

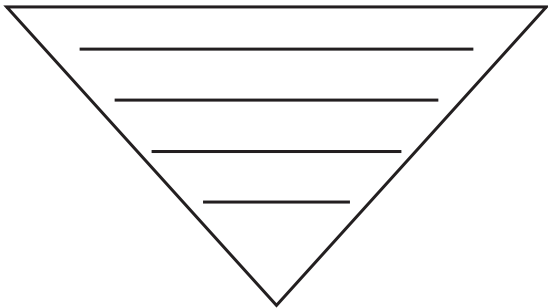
Change an answer only if you are sure you have answered incorrectly.



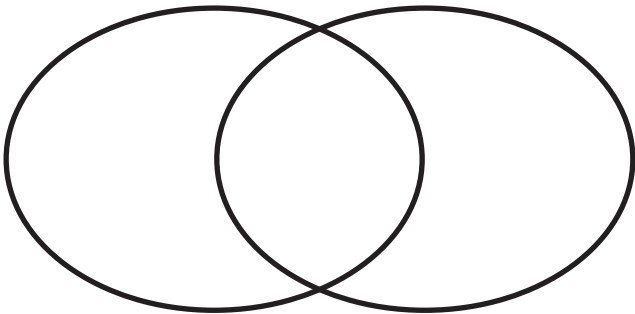
Help Pages

Graphic Organizers

Inverted Pyramid



Venn Diagram

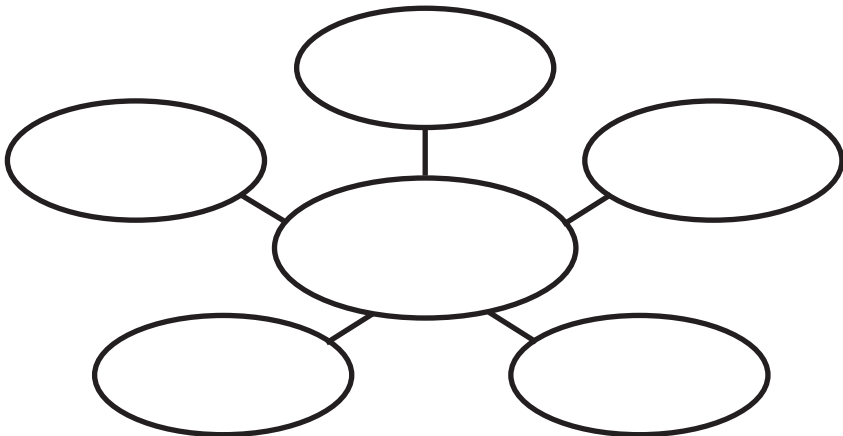


Table



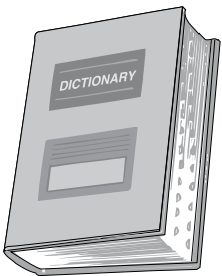
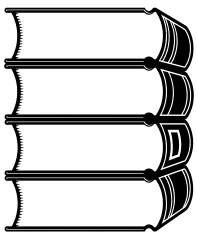
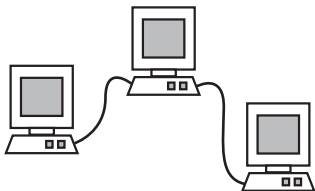

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Chart

Web



Help Pages

References		
	Almanac	a book of current facts, published every year; contains facts, figures, tables, and lists
	Atlas	a collection of maps showing continents, countries, oceans, and physical land features
	Dictionary	an alphabetical listing of words and their meanings; entries include pronunciation, part of speech, and word origin
	Encyclopedia	an information bank; contains articles written by experts and arranged in alphabetical order; articles cover many topics
	Internet	an electronic network connecting computers all over the world; often used interchangeably with World Wide Web
	Thesaurus	an alphabetical listing of synonyms and antonyms; used to find substitute words and to build vocabulary

Help Pages

Bibliography

A bibliography is a list of sources that were used in the preparation of a research document. The bibliography is arranged in alphabetical order by author's name. The title of the book, magazine, or Internet article is included, as well as the publisher, date of publication, and sometimes page numbers. Bibliography styles may differ slightly, and you should follow your teacher's specific directions for setting up your bibliography. Here are some guidelines and examples of how to list various sources. The following use MLA format. **Some of the information listed here may not be available. If the information is not available, just include as much as you can find in the citation.**

Book with One Author:

Author's Last name, First name. Title of Book. City: Publisher, Date.

Example:

Lawry, Matthew. Fascinating Desert Life Forms. Dayton: Traders Press, 2004.

Book with Two or Three Authors:

Author's Last name, First name and additional author's First and Last name(s). Title of Book. City: Publisher, Date.

Example:

Morris, Paul, Trudy Willis, and Marie Jenson. Hiker Meets Cactus. Chicago: Toads Press, 2008.

Encyclopedia:

Author's Last name, First name (if available). "Title of Article." Title of Encyclopedia. City: Publisher, year ed.

Example:

Hernandez, Noreen. "Arid Biomes." Universe Encyclopedia. New York: Green, Inc., 2006 ed.

Help Pages

Bibliography (continued)

Magazine Article:

Author's Last name, First name. "Article Title." Title of Magazine Month year: page numbers.

Example:

Parched, Sandy. "My Days in the Sahara." Geography and More May 2000: 13-19.

Internet Article:

Author's Last name, First name. "Article Title." Website Title.
Date of posting or last update. Site sponsor. Date you visited the website. <web address>.

Example:

Greenberg, Tasha. "Desert Life." Topics to Research. March 2006. International Geographics. Sept. 16, 2010.
<<http://topicstoresearch.com/biomes/desert.html>>.

Website with No Author:

"Site Title." Sponsor. Copyright date or latest update. Date you visited the website. <web address>.

Example:

"Desert Days." Environments Global. 2009. Aug. 23, 2010.
<<http://environsglobal.net/days/desert.html>>.

Personal Interview:

Person's Last name, First name. Kind of interview (personal interview or phone call). Date of interview.

Example:

Jogan, James. Personal interview. February 20, 2007.

Help Pages

Test-Taking Strategies

Doing well on tests is a great goal, and there are many strategies to help you to do better. A **strategy** is a tactic or a plan. The best plan is simply to know the material. If you have paid attention in class, done your homework, and asked for help when you needed it, you are probably well-prepared to take a test. Knowing the facts that you will be tested on will give you **confidence**. And, when you believe in yourself, you usually do better!

Follow these three steps when taking any type of test:

- Step 1: Listen carefully to the person giving the test. If you are unsure about anything, ask questions before the test begins.
- Step 2: Carefully read EVERY word in the directions. This will help you to know exactly what you are expected to do.
- Step 3: Look for key words in the directions and test items. If you are allowed to write on the test, highlight, underline, or circle the key words. Here are some examples of key words: *check, circle, classify, describe, number, select, underline, and write.*

Help Pages

Test-Taking Strategies, continued

Multiple Choice

A multiple-choice test has questions with several answer choices. The test-taker must choose the correct answer. Usually, only one answer choice is correct. These suggestions may help you to improve your score on multiple-choice tests.

- Read the directions carefully. Do the directions say to circle, fill in or underline? Do the directions tell you to choose **one** answer or select **all** that apply?
- Read all choices before you choose your answer. If allowed, put a tiny x next to the choices that are definitely NOT correct.
- Watch for words like *always*, *all*, or *never*. These words are often found in wrong answers.
- If an answer does not make sense, it is usually wrong.
- If there are two opposite choices, one is usually the right answer.
- Answer every question even if you have to guess. Do not leave blanks.

Help Pages

Test-Taking Strategies, continued

True or False

Even though your chance of correctly answering a true or false test item is 50/50, this type of test can be very tricky. Study the following strategies to help improve your odds.

- Read the entire statement before answering. If any part of the statement is false, then the answer is false.
- Words like *not* or prefixes, such as *un-* or *dis-* can change the meaning of the entire statement.
- Watch out for words like *all*, *no*, *every*, *only*, *never*, and *always*. These words usually make a statement false.
- Words like *some*, *many*, *usually*, *most*, and *sometimes* are often found in true statements.
- The word *because* sometimes makes the statement false.

Help Pages

Test-Taking Strategies, continued

Completion or Fill-in

A **completion** or **fill-in** question contains an item with a blank space. Part of the statement is missing. You must write an answer in the blank space. Here are some tips for taking a fill-in test:

- Listen to the teacher's instructions carefully. Find out if the size of the blank is related to the length of the answer. Is there only one word per blank?
- Write or print very clearly. If your answer is not clear, it will be marked wrong.
- Look for hints, such as spelling, in other items.
- If you are not sure of an answer, take your best guess! You may get partial credit.
- Finally, read the whole statement with your answer included. It should make sense and sound right. If it does not, your answer is probably incorrect.

Read these sample test item . The answers are in ().

- 1) _____ (Digestion) is the process where food is broken down, so the body can absorb and use it.
- 2) Digestion begins in the _____ (mouth) when you chew and swallow.
- 3) The _____ (esophagus) is a food canal that leads to the _____ (stomach) where food is temporarily stored and mixed up with liquids and digestive juices.

Notice the clues.

- The answer to item 1 is actually given and spelled correctly in item 2.
- Context clues "chew and swallow" let you know that the answer to item 2 is "mouth."

Help Pages

How to Write an Acronym

An **acronym** is a word that is formed from the first initials of the items that need to be memorized. **Example:** BLT for "bacon, lettuce, and tomato"

Step 1: List the items that you need to memorize.

Step 2: Underline the first letter of each item.

Step 3: Arrange the underlined letters to form a real word or a nonsense word. Here are some examples:

- Nonsense word: **NASA** (an acronym for National Aeronautics and Space Administration)
- Real word: **HOMES** (stands for the names of the Great Lakes (Huron, Ontario, Michigan, Erie, and Superior)).

How to Write an Acrostic

An **acrostic** is a sentence in which the beginning letters of each word match the letters of an item to be remembered; for example, "Any skunk is a pest" for names of the five oceans (Arctic, Southern, Indian, Atlantic, Pacific)

Step 1: List the items that you need to memorize.

Step 2: Underline the first letter of each item.

Step 3: Arrange the underlined letters to form a sentence that is easy to remember.

Here are some examples:

- My Very Educated Mother Just Served Us Nachos. This helps you to remember the names of the planets in order from the sun: Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, and Neptune.
- **Eat An Apple As A Nighttime Snack.** These beginning letters can help you to remember the names of the seven continents: Europe, Antarctica, Africa, Asia, Australia, North America, and South America.